

Financial Examiner 4



ABOUT WSIB:

The Washington State Investment Board invests and manages entrusted funds in a manner consistent with statute, regulations, Board policies, and the highest standard of professional conduct for the exclusive benefit of the fund beneficiaries.

Why work at the WSIB?

We are a small state agency, employing 85 people in the areas of investments, information services, accounting and finance, and office/clerical support. We also employ management and supervisory professionals. Our environment is dynamic, professional, and technologically savvy.

We are located in Olympia, on the southernmost tip of Puget Sound. Olympians enjoy a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Its close proximity to Seattle provides a variety of cultural and culinary experiences, while its residents enjoy a lower cost of living. Within a two-hour drive from Olympia are the Pacific Ocean, the Cascade and Olympic Mountains, and Seattle.

POSITION: Financial Examiner 4
SALARY: \$63,192- \$82,896
LOCATION: Olympia, Washington
OPENS: September 29, 2014
CLOSES: Open until position is filled

The Washington State Investment Board (WSIB) is seeking candidates to fill the Financial Examiner 4 position in the internal audit unit. Reporting to the Audit Director, this position independently assesses the WSIB's practices and controls in relationship to policies, procedures, regulations, laws, and adopted standards.

ESSENTIAL ACTIVITIES:

Independently conducts comprehensive audits, analyses, and assignments with limited direction, utilizing expert knowledge of internal audit practices and procedures. Performs audits and consulting engagements from the planning to the reporting stages.

Plans and conducts audit work to examine current practices of WSIB work units against adopted standards, applicable laws, rules, policies, and best practices. Develops efficient and effective engagement procedures; devises methods and procedures consistent with internal audit standards and acceptable practices (e.g. selection methods, testing, validation, etc.). Works collaboratively with agency staff to understand programs and operations. Analyzes and evaluates complex and technical financial data, information systems, and legal compliance matters.

Conducts entrance and exit conferences and interviews, including taking the lead in these meetings. Consults with management to discuss deficiencies and corrective action. Proposes strategies for reducing risk and strengthening controls; recommends changes to improve accountability over public assets, financial records, systems procedures and controls.

Prepares reports with results of audit engagements. Ensures conclusions are supported and appropriate audit standards are met. Communicates sensitive audit results and information to applicable parties.

Tracks audit findings and implementation of audit recommendations. Evaluates corrective action taken to address recommendations in prior audit reports to determine if the corrective action has been implemented and is adequate.

Documents audit work performed in accordance with internal auditing standards. Presents written risk assessments, audit plans, audit reports, status reports and other deliverables.

Assists the Audit Director in the development of the annual audit plan, proposes specific areas to be reviewed, defines scope of review, and develops timelines to accomplish audits timely.

QUALIFICATIONS:

Bachelor's degree in accounting, business administration, finance, or related field to include 12 semester or 20 quarter hours of accounting, finance, or economics; and five years of professional level auditing or

WSIB OFFERS:

- ❖ Opportunities for training, growth and advancement;
- ❖ Tuition reimbursement;
- ❖ A comprehensive benefits package; including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year;
- ❖ Membership in the Public Employees' Retirement System; and
- ❖ Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

SPECIAL NOTE:

A criminal history records check to include fingerprinting and credit check is required for all finalists. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Tamara Wood, Human Resources Director at (360) 956-4615 or via email to twood@sib.wa.gov.

accounting experience. A Master's degree may substitute for one year of experience.

The strongest candidate will possess experience auditing a large pension fund, investment manager, or financial institution and Washington State Certification as a Public Accountant, Certified Financial Examiner, or Certified Internal Auditor.

EXPECTED COMPETENCIES:

- ❖ Integrity: Is honest and ethical.
- ❖ Accountability: Accepts personal responsibility for the quality and timeliness of work.
- ❖ Adaptability and Flexibility: Adapts easily to changing business needs, conditions and work responsibilities.
- ❖ Analysis: Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.
- ❖ Communications Effectiveness: Conveys clear, timely, persuasive messages for positive influence.
- ❖ Coordinating and Organizing: Effectively coordinates services and schedules to ensure smooth and efficient operation of work.
- ❖ Creative and Innovative Thinking: Develops innovative ideas that provide solutions to all types of workplace challenges.
- ❖ Project/Program Management: Effectively directs and integrates all aspects of a project, ensuring that work progresses toward achieving goals and objectives.
- ❖ Research: Effectively identifies, collects, organizes, and documents data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
- ❖ Results Orientation and Initiative: Focuses on results and desired outcomes and how best to achieve them. Identifies what needs to be done and proactively takes appropriate action.
- ❖ Tact and Diplomacy: Responds to difficult, stressful, or a sensitive interpersonal situation in ways that reduce or minimize potential conflict and maintains good working relationships among internal and external individuals.

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT:

- ❖ A cover letter specifying why the position is of interest to you and how you meet each of the qualifications and competencies listed above. This letter should be no more than two pages.
- ❖ A current chronological resume.
- ❖ A fully completed and signed State of Washington employment application.
- ❖ A list of at least three professional references (current and past supervisors preferred). References will not be contacted without the written consent of the applicant but must be submitted at the time of application.

You may submit materials by email or postal service to: Washington State Investment Board, Attention Human Resources, 2100 Evergreen Park Drive SW, PO Box 40916, Olympia, WA 98504-0916. Please send emails to hr@sib.wa.gov.

Candidate evaluation will be ongoing and WSIB may make a hiring decision at any time. It will be to the candidate's advantage to submit materials as soon as possible. This recruitment will close when the position is filled.